



Administrative Policies and Procedures: 29.2

Subject:	Fire and Safety Monitoring in DCS Group Homes
Authority:	TCA 37-5-101; 37-5-102, 37-5-105; 37-5-106
Standards:	PA ASE: 6.02
Application:	To All Department of Children's Services Group Home Employees

Policy Statement:

Each DCS group home supervisor shall organize a system for monitoring fire, safety, and emergency procedures to ensure the welfare of employees, youth, and visitors.

Purpose:

To ensure that all DCS Group Homes adhere to applicable safety and fire codes by conducting fire, safety and communication protocols to ensure a safe environment to promote productivity for employees and effective service delivery to youth and families.

Procedures:

A. Role of the fire and safety coordinator

1. The group home supervisor will appoint, in writing, a **fire and safety coordinator** to conduct all in-house inspections for fire, safety, and sanitation practices and to document these inspections on form **CS-0117, Inspection Checklist for Offices and Facilities**.
2. The fire and safety coordinator will obtain and document an agreement for fire protection service through the local fire department.
3. The fire and safety coordinator will conduct/coordinate three (3) monthly fire drills and one emergency drill quarterly in which all or most of the facility's youth must participate which will be scheduled for various times of day and night. Staff conducting the drills will document them on form **CS-0234, Emergency Drill Report**.
4. Each DCS group home will have a **WRITTEN EVACUATION PLAN** that details the actions to be taken in the event of a fire or other emergency. The Director of Facilities and Support Services and/or designee must approve the plan, revise as necessary, and re-issue to the local fire department.
5. The fire and safety coordinator will ensure control and documentation of flammable, toxic and caustic materials in the facility.

B. Role of the departmental fire safety officer	The DCS fire safety officer, Division of Facilities and Support Services or approved designee will conduct quarterly fire safety system tests and inspections at each facility and document them on forms CS-0316, Quarterly Fire Safety Inspection . These documents will remain on file at the facility for three (3) years.
C. Annual inspection of the facility	Each facility will have an annual inspection arranged by the DCS fire safety officer, DCS Division of Facilities and Support Services and conducted by State certified fire officials. The facility supervisor will ensure that any deficiencies cited by the fire officials are corrected as soon as possible. In leased facilities, the lessor will assume this responsibility.
D. Training of fire and safety coordinator	The DCS fire safety officer will provide training to the DCS group home fire and safety coordinator, as needed, and ensure that this training is documented on the employee's training record.

Forms:	<u>CS-0117, Inspection Checklist for Offices and Facilities</u> <u>CS-0223, Hazardous Materials Bin Card</u> <u>CS-0234, Emergency Drill Report</u> <u>CS-0316, Quarterly Fire Safety Inspection</u> <u>CS-0400, Monthly Hazardous Materials Inventory</u>
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Collateral documents:	<i>None</i>
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Glossary

Term	Definition
Fire and Safety Coordinator:	The employee appointed by the DCS Group Home supervisor to conduct all in-house inspections for fire, safety, and sanitation practices in DCS group homes. This includes weekly inspections, monitoring the safety systems and planning and coordinating emergency drills.